DATE	April 10, 2024
TIME	12:00 pm
LOCATION	CAPK Administrative Office Executive Conference Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Program Review & Evaluation Committee Agenda

1. **Call to Order**

2. **Roll Call**

Ana Vigil (Chair)	Fatima Echeverria	Yolanda Ochoa
Jimmie Childress	Gina Martinez	

3. **Public Comments**

   The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

4. **Program Presentation**

   a. Food Bank, Presentation by Kelly Lowery, Food Bank Administrator ***(p. 3-11)***

5. **New Business**

   a. March 2024 Program Reports – ***Action Item (p. 12-53)*** Pritika Ram, Chief Business Development Officer
      1. Housing & Supportive Services
         - Coordinated Entry Services (CES)
         - M Street Homeless Navigation Center
         - CalAIM – Homeless Services
         - Adult Re-entry Program
      2. Health & Nutrition Services
         - CalFresh Healthy Living
         - Food Bank
         - Migrant Childcare Alternative Payment (MCAP)
         - Women Infant and Children (WIC)
      3. Youth & Community Services
         - East Kern Family Resource Center (EKFRC)
         - Oasis Family Resource Center
         - Energy, Weatherization & Utility Assistance
         - Friendship House Community Center (FHCC)
         - Shafter Youth Center (SYC)
         - Volunteer Income Tax Assistance (VITA)
      4. Operations
         - Maintenance
         - Information Technology
         - Data Services
         - Risk Management

5. Community Development
    - Grant Development
    - CAPK Foundation
    - Outreach & Marketing
    - 211 Kern Call Center
    - Community Schools Partnership Program (CSPP)

b. March 2024 - Application Status Report & Funding Profiles – ***Action Item (p. 54-62)*** — Vanessa C. Mendoza, Grant Administrator

   a. Application Status Report
   b. Funding Profiles
      i. Environmental Protection Agency, Community Pollution Reduction Grant
      ii. United Way of Eastern California, Phase 41
      iii. California Department of Food and Agriculture, Farm to School Incubator Grant
      iv. Appropriation Funds - US. Congressman David G. Valadao, Community Project Funding
   c. Small Funding Profiles ($50,000 and under)

c. March 2024 Head Start/State Child Development Division/Program Monthly Activity Report - ***Action Item (p. 63-64)*** — Carol Hendricks, Enrollment and Attendance Manager

d. Goal Group 2 Presentation – ***Info Item (p. 65-68)*** — Yolanda Gonzales, Director of Head Start/State Child Development

e. Goal Group 5 Presentation ***– Info Item (p. 69-72)*** — Emilio Wagner, Chief Facilities and Technology Officer

6. <u>Committee Member Comments</u>

7. <u>Next Scheduled Meeting</u>

Program Review & Evaluation Committee
12:00 pm
May 15, 2024
CAPK Administrative Office, Executive Conference Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

8. <u>Adjournment</u>

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, 3rd Floor Bakersfield, CA and online at www.capk.org by 12:00 pm, April 5, 2024. Annelisa Perez, Outreach & Communications Supervisor.

PRE Committee
Program Presentation
April 2024

capk FOOD BANK

TEFAP
Federal

CSFP
Federal

Grants
Public / Private

Food Drives
Community Partners

Pantry Program

Commodity Program

Senior Box Program

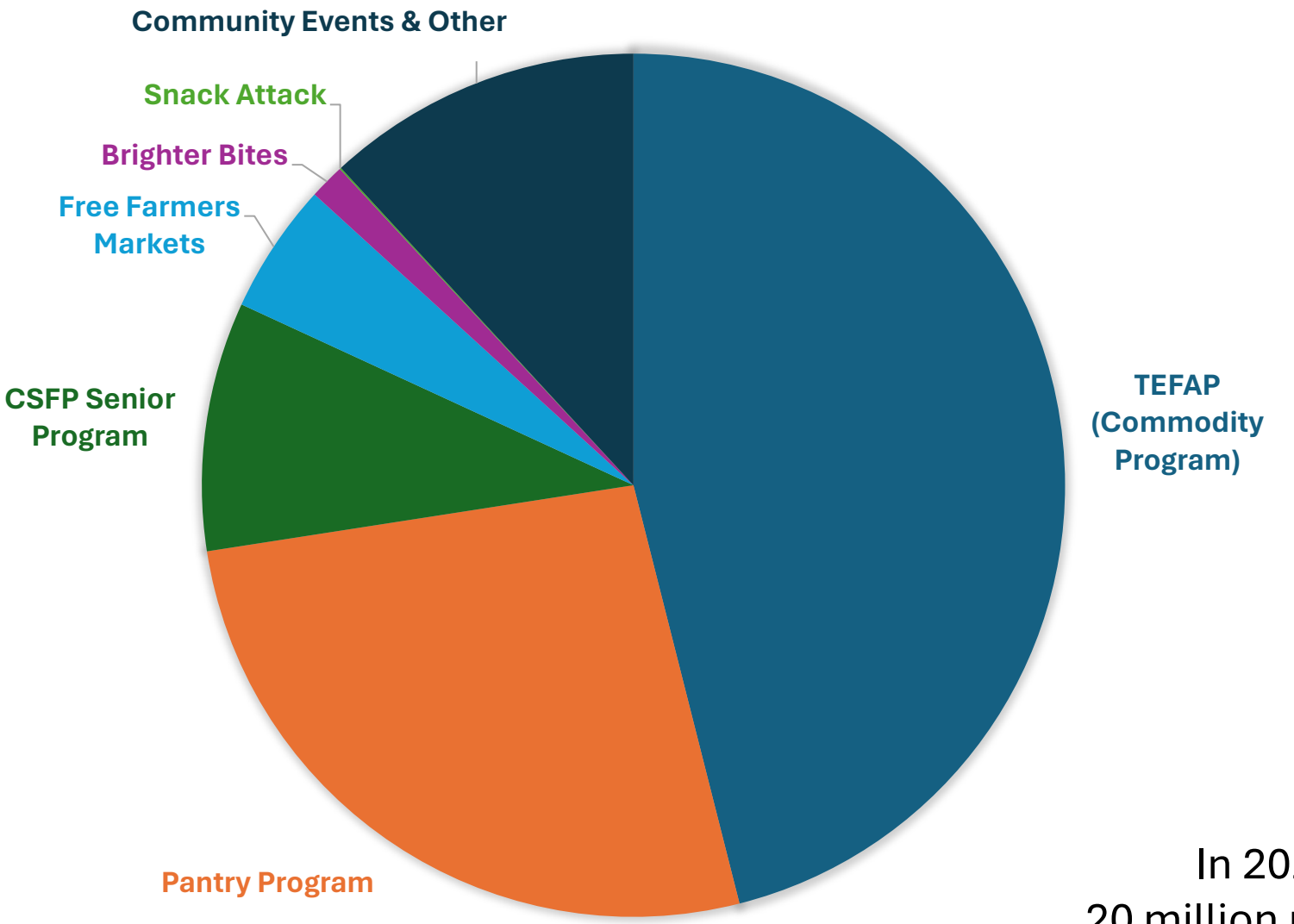
Free Farmers Markets

Brighter Bites Program

Coming in 2024

Food2Door Program

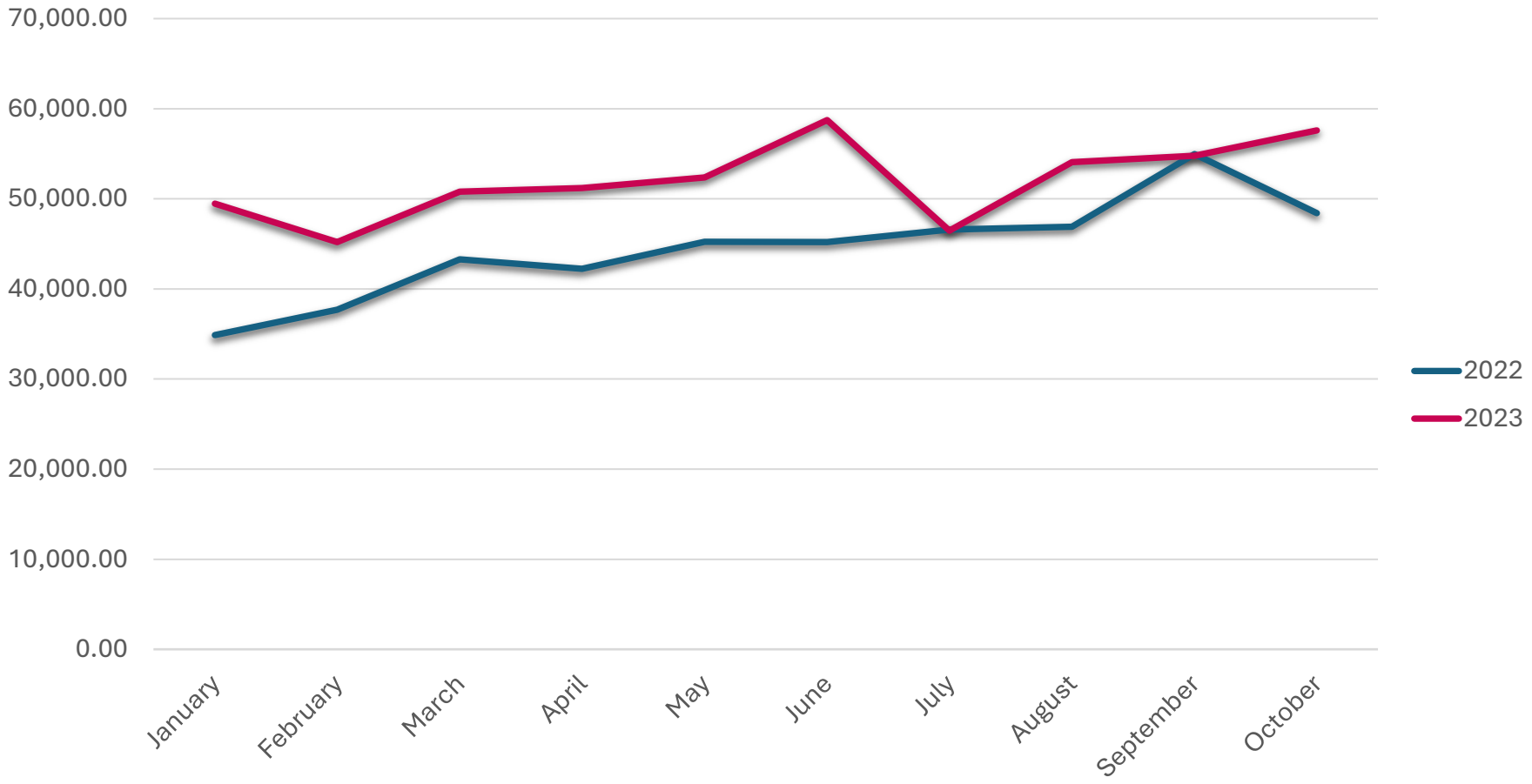
Community Events



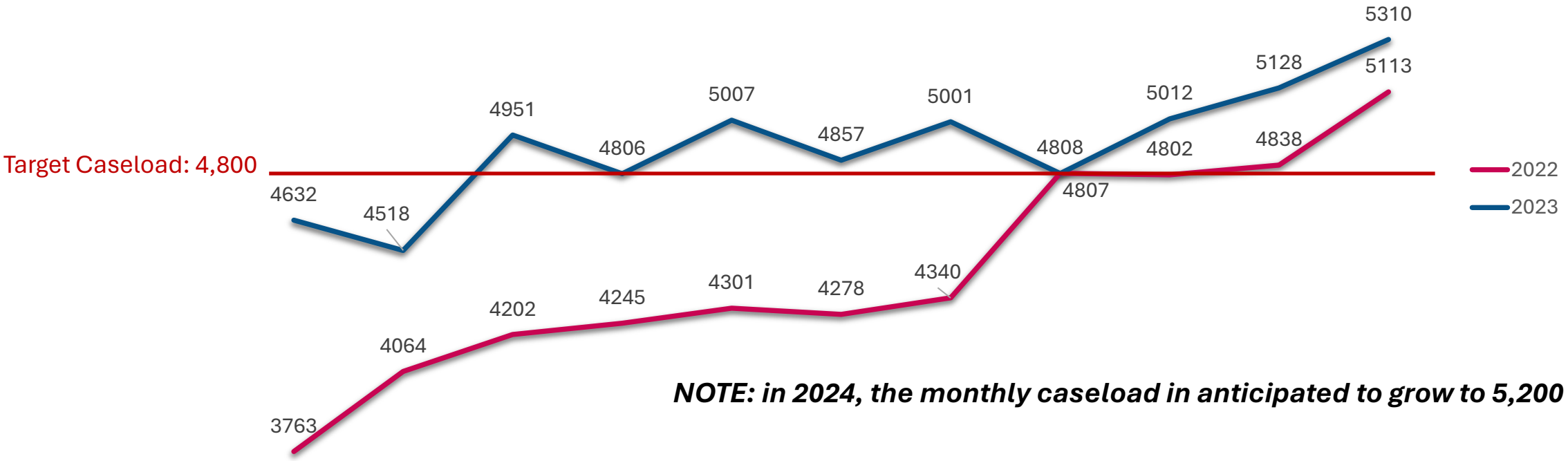
Pounds Distributed by Food Bank Program, 2023

In 2023, the CAPK Food Bank distributed 20 million pounds of food across Kern County.

Individuals Served Through
TEFAP Commodity Distributions *By Month*



CSFP Clients Served *By Month, 2022-2023*



NOTE: in 2024, the monthly caseload in anticipated to grow to 5,200

Neighbor Engagements By Month, 2023

NOTE: The estimated food-insecure population of Kern County is 14% or 130,000. CAPK Food Bank network total neighbor engagements include duplicates, so we have not achieved service to the entire estimated food-insecure population. However, we are closer than ever. With additional resources and strategic partnerships leading to more access points, we can be the first county in America to fully address food insecurity.

	January	February	March	April	May	June	July	August	September	October	November	December
Neighbor Engagements	106380	132327	170261	151098	149333	157955	171523	172831	188394	185738	197247	170991

CAPK Strategic Goal #1

Increased ***access*** to healthy affordable food to support the ***health*** of the communities we serve.

- Add additional access points in every community *(24 additional in 2024)*
- Create a home delivery program able to reach every part of the county
- Develop a system to measure the nutrition level of food being distributed

Kelly Lowery
Food Bank Administrator

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capk
Community Action Partnership of Kern

Helping People…
Changing Lives.

April 2024 PRE Committee

March 2024 Program Monthly Reports

Housing and Supportive Services

Coordinated Entry Services
M Street Homeless Navigator Center
CalAIM - Homeless Services
Adult Re-entry Program

Community Action Partnership of Kern
Monthly Report 2024

Month	March-24	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County.
The Coordinated Entry System (CES) process will support the encampment proposal. The strategy will expedite the housing process by creating an Encampment by Name List and an encampment match call with collaborating partners to review status, barriers, and match encampment residents to permanent housing units and/or housing resources identified.

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	2,751	7,959	20,000	14%	40%
Number of applicants who received a response within 24 Hours	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,054	5,568	16,000	13%	35%
Pending Assessments	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients without initial contact by the end of the month.	0	17	240	0%	7%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	1				
Encampment Resolution	**Month**	**YTD**	**YTD Goal**		
Number of Clients Served	68	68	TBD		
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	34	34	TBD		

Explanation (Over/Under Goal Progress)

For the Encampment Resolution program, 17 clients were housed in March.

Program Strategic Goals	Progress Towards Goal
1. Optimize the use of existing access points in rural areas of Kern County.	East Kern is now a drop in center and will be serving Cal-AIM.
2. Increase staff recruitment and retention.	Three (3) FTEs were onboarded in March.

3. Among clients from the prior month, the average time taken to reach pending clients is currently 15 days, attributed to high call volume and limited staff. The objective is to achieve client contact within 5 days of the initial request.	Goal was met. All clients were contacted within 5 days.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	March-24	Program/Work Unit	M Street Navigation Center
Division/Director	Rebecca Moreno	Program Manager	Laurie Hughey
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals, showers, laundry and an array of mental health, medical care, dental and economic resources to un- sheltered individuals with pets and partners.

Shelter Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	116	362	1,500	8%	24%
Total Clients Served	209	604	2,400	9%	25%
Pets (i.e., kennel, emotional support assistance and service pet)	12	44	75	16%	59%
Residents Under 90 days length of stay	72	220	800	9%	28%
Exits to Permanent Housing (FNPI 4b)	6	21	114	5%	18%
Exits-Self	21	70	150	14%	47%
Exits-Involuntary	71	150	700	10%	21%
Case Management Services (SRV 7a)	492	1,599	8,000	6%	20%
Critical Incidents	41	130	250	16%	52%
Shelter Residents Meals (SRV 5ii)	6,875	23,045	70,000	10%	33%
Number of Volunteers *(duplicated)*	121	335	100	121%	335%
Volunteers Hours *(duplicated)*	198	545	3,000	7%	18%
Safe Camping	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served (SRV 7b)	77	244	500	15%	49%
Current client census	48	164	300	16%	55%
Meals (SRV 5ii)	2,622	8,525	20,000	13%	43%
Pets	15	41	75	20%	55%
Clients moved to Shelter (SRV 4m)	1	4	15	7%	27%
Exits to Permanent Housing (FNPI 4b)	1	4	20	5%	20%
Exits-Self	6	12	50	12%	24%
Exits-Involuntary	3	30	75	4%	40%
Critical Incidents	2	15			
Safe Parking	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served	13	38	30	43%	127%
Current client census	13	38	25	52%	152%
Clients moved to Shelter (SRV 4m)	1	1	10	10%	10%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal

1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	Three (3) graduated from Project Hire up on 3/8/24. Six (6) clients are current working in various jobs out tin the community.
2. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	Job descriptions will be reviewed by HR to ensure descriptions reflect the duties being performed.
3. Increase the number of clients who transition to permanent housing by 10% from the prior year (2023 - 114 clients) to 120 clients.	Six (6) clients transitioned into housing which is a total of 21 for the year.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	14
25 - 34	50
35 - 44	45
45 - 54	40
55 - 61	35
62+	25
Total:	**209**

Race Demographic	Month
American Indian or Alaska Native	3
Asian	0
Black or African American	44
Hispanic/Latina/e/o	28
White	75
Multiple races	59
Client Don't know / Refused	
No Answer	
Total:	**209**

Gender	Month
Female	84
Male	125
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	**209**

Zip Code	Month	Zip Code	Month
93301	25	96001	1
93302	1	93555	3
93304	21	93556	1
93305	19	92123	3
93306	9	94964	1
93307	17	93263	1
93308	19	93268	2
93309	10	93561	1
93311	2	93280	2
93312	1	93285	1
93313	3	30011	1
93314	2	89103	1
93385	1	86351	1
90212	1	92301	1
93212	2	91006	1
93215	1		
93714	1		
93250	1		
93501	1		
93022	1		
93257	1		
Not specified	49		
Total			**209**

Community Action Partnership of Kern
Monthly Report 2024

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	4
25 - 34	13
35 - 44	22
45 - 54	23
55 - 61	8
62+	7
Total:	**77**

Race Demographic	Month
American Indian or Alaska Native	2
Asian	0
Black or African American	6
Hispanic/Latina/e/o	3
White	45
Multiple races	21
Client Don't know / Refused	
No Answer	
Total:	**77**

Gender	Month
Female	33
Male	44
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	**77**

Zip Code	Month	Zip Code	Month
93301	11		
93304	6		
93305	11		
93306	3		
93307	7		
93308	10		
93309	7		
93312	2		
93314	1		
93212	1		
93215	1		
93501	1		
93555	2		
93454	1		
93263	3		
Not specified	10		
Total			**77**

Program Highlights

One client moved into permanent supportive housing and two transitioned into M Street from Safe Camp and Safe Park this month.

Community Action Partnership of Kern
Monthly Report 2024

Month	March-24	Program/Work Unit	California Advancing and Innovating Medi-Cal (CalAIM)
Division/Director	Rebecca Moreno Director of Community Services	Program Manager	Joseph Aguilar
Reporting Period	January 1, 2024 to December 31, 2024		

Program Description

CalAIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of CalAIM is the introduction of a new menu of "in lieu of services" (ILOS), or Community Supports, which, at the option of a MediCal managed care health plan (MCP) and a Member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance.

Housing Transition Navigation Services	Month	YTD Goal	Annual Progress		
Number of Clients Currently Served	482	1,350	36%		
Number of Referrals Received (SRV 7c)	78				
Number of Enrollments	78				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	373	1,067	8,100	5%	13%
Housing & Furnishing Deposits (SRV4d)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
One-time use up-to $5000 per client (includes housing deposits, furnishing, appliances)	9	16	40	23%	40%
Housing Tenancy and Sustaining Services	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients secured placement (SRV 4o)	9	13	110	8%	12%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) 2 FTE Health Navigators (HN) to establish caseload (1:35) by 2/1/2024	Both HN have reached their goals
2.) 2 FTE HN to establish caseload (1:75) by 3/1/2024	Both HN have reached their goals
3.) Increase staff recruitment and retention	Cal-AIM is fully staffed and we have added 2 aditional job descriptions.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2024

Month	March-24	**Program/Work Unit**	Adult Re-entry Program
Division/Director	Rebecca Moreno Director of Housing & Supportive Services	**Program Manager**	Rosario Miranda
Reporting Period	March 1, 2024 to March 31, 2024		

Program Description

Community Action Partnership of Kern's (CAPK) Adult Reentry Grant Warm Handoff and Reentry Services Program (ARG WHO) is designed to reduce rates of homelessness and recidivism in the reentering AB 128 population, CAPK proposes a multi-modal intervention strategy with complementary reentry service line targeting known dynamic risk factors for homelessness and recidivism including housing stability, employment, and mental health. Case Management services will be provided using a Strengths-Based approach model that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit. Case Management activities may include Housing Search Services, Housing Plan Development, Landlord Engagement, Financial Capability Skill Training, Financial Coaching/Counseling, Tenant Rights Education, and Rental Counseling. CAPK will use interagency referral to determine eligibility to any of its 16 unique anti-poverty programs. Community partners such as Kern Behavioral Health and Recovery Services and Employers' Training Resource will provide intensive specialized services around Mental Health/Substance Use and Employment Training, respectively.

Client Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	33	33	100	33%	33%
Number of Client Contacts	43	43	720	6%	6%
Client Outcomes	**Month**	**YTD**			
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)	-	-			
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services	-	-			
Referrals	**Month**	**YTD**			
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)	33	33			
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c	33	33			
Transitional Housing Placements (SRV 4n)	-	-			
Permanent Housing Placements (SRV 4o)	-	-			

Community Action Partnership of Kern
Monthly Report 2024

Job Readiness Training (SRV 1f)	24	24
Job Referrals (SRV 1l)	24	24
Incentives (e.g., food vouchers, gift cards) SRV 5hh	-	-
Food Distribution (food bags/boxes, food share program, bags of groceries) SRV 5jj	1	1
Parenting Classes SRV 5mm	-	-
Kits/boxes (i.e., toiletries, hygiene kits) SRV 5nn	-	-

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
retention strategies.	Pending
2.) Create a comprehensive program policy and procedure manual, including documents such as referral forms and intake/assessment forms.	Parole Agency Referral created and distributed. Intake/Assessment in progress
3.) Building robust relationships by engaging in outreach activities to connect with the Parole and Probation Departments.	PACT meeting attended, College Community Services, Church Without Walls Homeless Outreach Fair, Hope on Hart Ribbon cutting.

Program Highlights

Two (2) Clients were placed at M Street shelter to prevent homelessness and provide immediate, temporary shelter.

Health and Nutrition Services

Cal-Fresh Health Living Program
Food Bank
Migrant Childcare Alternative Payment
Women, Infant, and Children

Community Action Partnership of Kern
Monthly Report 2024

Month	March-24	Program/Work Unit	CalFresh Healthy Living
Division/Director	Susana Magana	Program Manager	Alan Rodriguez
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The CalFresh Healthy Living (CFHL) program, Funded by the USDA and administered by CDSS, improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership within community collaboratives that focus on health and nutrition. The program does this by providing Direct Education classes, Indirect Education materials and resources, and Policy Systems and Environmental Changes (PSE's). The CFHL program has three (3) subcontractors that assist in carrying out the goal of educating the student population.

Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education 10/1/2022-9/30/2023 (SRV 5ff)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK) Direct Education provided.	19	691	1,100	2%	63%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	1205	3,560	6,000	20%	59%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	798	1,492	2,000	40%	75%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	200	1,101	2,500	8%	44%
Cumulative Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	1050	3,537	30,000	4%	12%

Policy Systems and Environmental Changes (PSE's)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Partner with 6 agencies/program to evaluate/implement the Nutrition Pantry Program (NPP) to implement Trauma Informed Care practices with-in the food pantry.	1	3	6	17%	50%
Partner with 3 Clinics to implement Food Insecurity screening practices.	0	1	3	0%	33%

Explanation (Over/Under Goal Progress)

The Direct Education Numbers were influenced by Spring Break this year; especially for all subcontractors. The indirect numbers increased slightly from the month before but are expectnig to rise significantly for over the next few months as the weather gets better and more outreach events are implemented in the community. This slower pace of IE and DE though March ahs allowed us to focus more on PSE efforts, which is the focus of our funder, CDPH.

Program Strategic Goals	Progress
Minimize staff turn-over and become fully staffed.	The CFHL Program is fully staffed as of March 2024.
Partner with community agencies and collaboratives that are SNAP-Ed approved, including other CAPK Programs, to increase the amount of Direct and indirect Education to improve the opportunities for the SNAP-Ed eligible population to choose healthier food choices, physical activity, and review nutrition information.	During March 2024 CFHL partnered with Greenfield School District's FRC to provide six nutrition lessons over a 3 day period. The CFHL program also attended community events at the Rathbun Library, Bakersfield REcovery Services, BC Farmers Market, MLK's Park Eggstraveganza, Beale Library, and the Lamont School District.
Progress with Policy Systems and Environmental Changes (PSE) Initiatives.	Policy Systems and Environmental Changes (PSE) are longer-term projects that are aimed at implementing and sustaining long-term changes. The PSEs that we want to highlight this month is that the conversations with PVMG are continuing to progress in continuing the pilot and potentially expanding to another 4 sites. PVMNG staff completed the staff assessments which are going to help identify who's responsibility it is to address the Food Insecurity of the patients. CFHL Team will evaluate the data and continue the conversation and jointly decide how the process would be implemented. The CFHL team also onboard Bakersfield Recovery Services to the NPP program and will be helping them convert their pantry into a Client's Choice Pantry.

Program Highlights

Thew PSE progress listed above has been recognized by the Program's CDPH Consultant as being move forward remarkably. The consultant recognized that PSE efforts sometimes span over many years so the progress being made internally is impressive. Another program highlight was that the Lamont Subcontractor officially inuagurated their new School Garden at Alicante School. They used CFHL and Kern Health Systems funds, Grimmway seeds, and community support to make this project possible. Lastly, CFHL Administrator, Alan, participated in 2 California Racial Equity Comission (REC) meetings to support and promote equity within the county of Kern.

Community Action Partnership of Kern
Monthly Report 2024

Month	February-24	Program/Work Unit	Food Bank
Division/Director	Health & Nutrition, Susana Magana	Program Manager	Kelly Lowery
Reporting Period	January 1, 2024 - December 31, 2024 *(Note: The data represents information from two months earlier.)*		

Program Description

The Food Bank provides food assistance to low-income families and individuals through a network of more than 175 agency partner distribution sites across Kern County. The CAPK Food Bank is the primary organization responsible for distributing State and Federal emergency food assistance for Kern County neighbors in need. Additionally, the Food Bank is the Feeding America affiliate food bank for Kern, facilitating grocery rescue [Fresh Rescue Program] to support the network of more than 150 Pantries across the county. Every month, the food bank distributes between more than 1.5 million pounds of food which reaches tens of thousands of Kern County food insecure neighbors.

The Emergency Food Assistance Program (TEFAP)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served	52,899	100,895	600,000	9%	17%
Pounds Distributed	835,460	1,577,449	10,000,000	8%	16%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	93,822	181,192	1,000,000	9%	18%
Pounds Distributed	427,238	792,526	5,000,000	9%	16%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	12,345	31,682	150,000	8%	21%
Pounds Distributed	96,443	247,516	1,250,000	8%	20%
Commodity Supplemental Food Program (CSFP)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	4,927	9,914	60,000	8%	17%
Pounds Distributed	177,710	363,321	2,000,000	9%	18%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served *(includes some connected to TEFAP distributions)*	15,286	29,857	175,000	9%	17%
Pounds Distributed	94,015	183,327	1,200,000	8%	15%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	2,634	6,538	30,000	9%	22%
Pounds Distributed	46,073	77,614	450,000	10%	17%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	1,932	3,379	10,000	19%	34%
Pounds Distributed	933	1,945	10,000	9%	19%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	1,622	2,028	15,000	11%	14%
Pounds Distributed	155,676	194,686	1,200,000	13%	16%
Totals	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**

Total Individuals Served	185,466	365,485	2,040,000	9%	18%
Total Pounds Distributed (SRV 5jj)	1,833,548	3,438,384	21,110,000	9%	16%
Volunteers (SRV 6f)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Volunteers who received job skill training (e.g., paid partnership though service providers, duplicated)	47	91	350	13%	26%
Other Volunteers (i.e., general public, duplicated)	158	304	1,750	9%	17%

Explanation (Over/Under Goal Progress)

The Food Bank metrics were on track for February 2024 with no major notable variances.

Program Strategic Goals	Progress Towards Strategic Goals
In light of a potential change in funding, Food Bank staff are reconsidering the program's strategic goals.	

Program Highlights

In February, Food Bank hosted California Association of Food Banks CEO Stacia Levenfeld for a meeting and tour. Food Bank Administrator Kelly Lowery was able to outline important policy positions that the Association can advocate on behalf of CAPK. Additionally, staff hosted a meeting with representatives from Kern High School District to explore a potential partnership that would yield more pantry sites on various high school campuses.

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Month	March-24	Program/Work Unit	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Susana Magana	Program Administrator	Laura Porta
Reporting Period	January 01, 2024 to December 31, 2024		

Program Description

The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidies to migrant, agriculturally working families. Once families are authorized, their services are certified based on their verified need for childcare services. MCAP maximizes parental choice for services and utilizes the approved childcare providers in our communities to satisfy the family's need for services. Families can apply for childcare services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, they can migrate anywhere in California to follow agricultural work, and their childcare services can continue.

Program Reimbursements (CY Jan - Dec 2024) Note: duplicated below for program fiscal year.	Current Month	YTD	Goal	Annual Progress
Provider Payments-Subsidies Expended (SRV7e)	$ 2,393,271.31	$ 4,870,421.31	$ 23,000,000.00	21%

Program FY Reimbursements Progress (FY Jul 2023- Jun 24)	Current Month	YTD	Goal	Annual Progress
Provider Payments-Subsidies Expended (SRV7e)	$ 2,393,271.00	$ 17,626,175.00	$ 23,000,000.00	77%

Services	Current Month
Active Child Enrollment	2,838
Active Childcare Providers (SRV 7f)	541

	Prev- Month	Add (+)	Drop (-)	Current Month
Waiting List Totals (children)				369

Explanation (Over/Under Goal Progress)

The Migrant Childcare Alternative Payment (MCAP) is currently fully enrolled and expected to earn 100% of the current contract amount. Our program is focused in continuing to increase our waiting list pool and enhancing our program's compliance level.

Program Strategic Goals	Progress Towards Strategic Goal
1. Fill Staff Vacancies.	In the month February, management conducted interviews, and welcomed Eduardo Meza as a Quality Assurance Specialist. We are currently pending two more new hires to complete the preemployment process to be welcomed to the MCAP Team!
2. Staff Retention and Professional Development (Training).	Management is focused on completing a full review of our program's policies and procedures via monthly trainings with all staff members. These trainings are focused on enhancing cross training and consistency in case management and reimbursement among all program departments.
3. Contingency Staffing Plan & Solidify Program Growth.	Management has shifted focus from the family enrollment process to working on stablishing a robust waiting list pool of MCAP eligible families. We are now able to report an increasing waiting list, currently with a robust 369 children actively waiting to receive services.

Program Highlights

The Migrant Childcare Alternative Payment (MCAP) is currently fully enrolled and expected to earn 100% of the current contract amount. Enrollment goals have been higher than expected due to changes in regulatory requirements, and additional funding in the amount of $7.7 million dollars was requested and has been awarded by CDSS. This brings our current contract amount total to $37.1 million dollars for the current FY 2023-2024 contract year.

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Month	March-24	Program/Work Unit	Women Infants & Children (WIC) Nutrition
Division/Director	Susana Magana	Program Manager	Marissa Ortiz-Cortez
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Women Infants & Children (WIC) program provides education, breastfeeding support and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breast feeding. CAPK WIC operates in 21 sites throughout Kern County, 5 locations in San Bernardino County, and through one mobile WIC clinic to reach hard-to-serve populations.

Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	14,456		14,610		99%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,129		900		125%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	8	42	268	3%	16%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	150	532	1,200	13%	44%
WIC Presentations and Outreach Events	9	20	100	9%	20%
Publication in newspaper, television, and/or social media postings (English and Spanish)	38	92	350	11%	26%
Regional Breast Liaison (RBL)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	0	0	120	0%	0%
Peer Counseling Program (PCP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provide basic breastfeeding education and encouragement to WIC PCP participants.	232	759	1000	23%	76%

Explanation (Over/Under Goal Progress)

RBL position vacant since Jan 2024.

Community Action Partnership of Kern

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Program Strategic Goals	Progress
Restructure WIC Program staffing model to improve recruitment and retention of staff. Increase participation caseload to 100%	The WIC program has implemented cross functional training which has improved performance and increased participation caseload.

Program Highlights
In the month of March, WIC CAPK reached 98.95% of the participation caseload requirement

Youth and Community Services

East Kern Family Resource Center
Oasis Family Resource Center
Energy, Weatherization, and Utility Assistance
Friendship House Community Center
Shafter Youth Center
Volunteer Income Tax Assistance

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Month	March-24	Program/Work Unit	East Kern Family Resource Center (EKFRC)
Division/Director	Fred Hernandez Youth & Community Services	Program Manager	Anna Saavedra
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC provides assistance to low-income individuals and families from the desert and Tehachapi Mountain communities. The primary focus is to assist individuals and families who are facing housing insecurities and to prepare children 0-5 years of age to enter kindergarten successfully. The EKFRC also provides individuals and families with basic need services, clothing, diapers, food, household items, hygiene kits, blankets, business services, VITA, and assistance with HEAP applications.

Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center	Month	YTD	Annual Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	0	0	60	0%	0%
Street Outreach and Education	0	0	75	0%	0%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	0	1
Social Security Insurance (SSI) (SRV 7i)	0	0
Medical Services (SRV 7c)	6	14
Mental Services (SRV 7c)	3	5
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	2	6
Educational and Career Development (SRV 7c)	0	4

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	32	72
House Hold Items	11	37
Hygiene Kits (SRV 5oo)	11	34
Emergency Clothing (SRV 7n)	42	81
Administrative Services & Copies	4	29
Transportation Services (SRV 7d)	4	5
Educational Supplies (SRV 2k)	0	0

Covid - 19 Supplies (SRV 5oo)	9	16			
First 5 Kern	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Parents Receiving Case Management Services (SRV 7a)	2	2	30	7%	7%
Children Receiving Case Management Services (SRV 7a)	1	1	30	3%	3%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	4	10	0%	40%
Children Educational Center Base Activities (FNPI 2b)	2	5	30	7%	17%
Children Educational Home Base Activities (FNPI 2b)	4	6	30	13%	20%
Children Summer Bridge Activities (FNPI 2b)	0	0	15	0%	0%
Collaborative Meetings Participated	1	3	12	8%	25%
Family Support Services for non-clients with children 5 and under	18	86			
First 5 Total	**28**	**107**			
First 5 Kern/ Department Health Services	**Month**	**YTD**	**Annual Goal (12 Mo)**	**Month Progress**	**Annual Progress (12 Mo)**
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	27	141			
CalCapa Diaper Supply Bank	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Diaper Supply Management Enrollment **Unduplicated** (NPI5.5)	8	90	150	5%	60%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	31	184	1800	2%	10%
Walk-In Community Services (Duplicated Clients & Case Managed Clients)	**Month**	**YTD**			
Administrative Services & Copies	79	315			
Baby Supplies (SRV 2w)	34	132			
Covid - 19 Supplies (SRV 5oo)	8	34			
Court Mandated Parenting Correspondence (SRV 2w)	0	7			
Educational Supplies (SRV 2k)	2	33			
Emergency Clothing (SRV 7n)	97	318			

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Food Assistance (SRV 7c)	120	411
Household Items (SRV 7c)	48	169
Hygiene Kits (SRV 7c)	0	40
Referrals (SRV 7c)	52	120
Transportation Services (SRV 7d)	4	5

Explanation (Over/Under Goal Progress)

We continue to promote our Center-based program throughout the community. Our biggest challenge is the children are not potty trained which is a requirement before entering. We have handed out flyers and promoted through WIC and Headstart.

Program Strategic Goals	Progress Towards Goal
1. Secure additional funding to cover operational costs and improve the delivery of services.	We continue to look for funding for our Center and are currently working on KHS grants that will be sent out in April. Amounts to be announced next month.
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	We are in the planning of a Resource Fair Event which will take place on May 19, 2024 at our Center, We are partnering up with Kern County Child Support , KHS, our CAPK Teams and others for this event.
3. Improve on-site services to more effectively connect with the East Kern target population.	One of our biggest challenges at East Kern is that we have not been fully staffed since August 2023. Once our Center is fully staffed we can provide even more services to our community and target populations .

Program Highlights

We are excited to share with everyone that we are in the process of leasing 3 more offices in our building. This will allow us to expand our services and add new services for the community.

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Month	March-24	Program/Work Unit	Oasis Family Resource Center
Division/Director	Youth & Community Services Freddy Hernandez	Program Manager	Eric Le Barbé
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience.

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	1	3	30	3%	10%
Children Receiving Case Management Services (SRV 7a)	1	4	30	3%	13%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	7	10	0%	70%
Children Educational Home Base Activities (FNPI 2b)	1	3	15	7%	20%
Children Summer Bridge Activities (FNPI 2b)	-	-	10	0%	0%
Family Support Services for non-clients with children 5 and under (SRV 2w)	6	94			
First 5 Total	**9**	**111**			

First 5 Kern/ Department Health Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	18	76			

Planned Parenthood	Month	YTD	Annual Goal	Month Progress	Annual Progress
LiFT Delivery Seminar to 10 Parents/Guardians (SRV 5l, and SRV 5mm)	0	0	10	0%	0%
LiFT Delivery Seminar to 10 Youth 13-19 (SRV 5l)	0	0	10	0%	0%
Plan A Sex Education Kits for qualifying youth 16-24 (SRV 5m)	36	36	75	48%	48%

CalCAPA Diaper Supply Bank	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment **Unduplicated** (NPI5.5)	12	178	150	8%	119%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	175	541	1800	10%	30%

Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	60	252
Baby Supplies (SRV 2w)	70	268
Copies	20	113

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Court Mandated Parenting Correspondence (SRV 2w)	2	13
Educational Supplies (SRV 2k)	32	112
Emergency Clothing (SRV 7n)	5	34
Food (SRV 7c)	125	361
Household Items (SRV 7c)	118	409
Referrals(SRV 7c)	68	266
Transportation Assistance (SRV 7d)	25	88
Total Community Services	**525**	**1916**

Explanation (Over/Under Goal Progress)

The Oasis FRC met all its First 5 Kern goals for the fiscal year 2023-2024. Planned Parenthood Plan A services started to be shared in March throughout the community and the OFRC and The new LiFT program will be implemented in April 2024.

Program Strategic Goals	Progress Towards Goal
1. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	The OFRC applied for the Kern Family Health Care Community $5,000 grant for case management resources for a laptop, educational supplies, and baby and toddler supplies.
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC participated in the Dolly Parton's Imagination Library event at the Ridgecrest Library with Shannon Grove promoting CAPK services to the community. The Oasis FRC presented its new Planned Parenthood program to the Indian Wells Valley Collaborative and the East Kern Collaborative in March.

Program Highlights

The Oasis Family Resource Center provided community services responding to a total of 242 inquiries in the month of March 2024. The Oasis FRC filled in a newly created office assistant position in March through the CalCAPA Diaper grant with Diana Rico as a new hire.

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Month	March-24	Program/Work Unit	Energy & Utility Assistance
Division/Director	Fred Hernandez	Program Administrator	Wilfredo Cruz Jr.
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.

Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends March 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	198	1,551	700	28%	222%
Utility Payments	$ 132,620.52	$ 502,583.01	$302,457	44%	166%
Low-income Home Energy Program (LIHEAP) 2024	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	844	1,781	3,200	26%	56%
Utility Payments	$ 1,033,173	$ 2,297,946.89	$ 4,947,219	21%	46%
Households Served - Weatherization	16	47	200	8%	24%
Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	27	267	450	6%	59%
Utility Payments	$ 34,772	$ 505,254.38	$ 744,877	5%	68%
Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP) 2022	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Weatherization	0	0	54	0%	0%
Totals	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	**1,069**	**3,599**	**4,350**	25%	83%
Total Utility Payments	**$ 1,200,566**	**$ 3,305,784.28**	**$ 5,994,553**	20%	55%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**16**	**47**	**254**	6%	19%
Weatherized Homes (Note: The data represents work submitted to CSD for reimbursement - delayed by 2 months)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Weatherized	**15**	**28**	**200**	8%	14%
Total Weatherized Homes Payments	**180,365**	**$ 432,044.24**	**$ 2,677,067**	7%	16%

Explanation (Over/Under Goal Progress)

1) LIHWAP 2021 - the YTD is much higher than our initial goal because we accepted an additional $200,000 of funds from the state to assist the residents of Kern County.
2) DOE BIL WAP 2022 - we currently have approx. Twenty-two (22) jobs in the pipeline at different stages of completion - will probably start claiming these in May 2024.

Program Strategic Goals	Progress Towards Goal
1) Successfully implement online client self-application tool for Utility Assistance (UA) services.	Tool is currently in the test phase in Eastern Kern - 3 months in.
2) Effectively initiate and manage the City of Bakersfield - Transformative Climate Communities (TCC) grant, focusing on providing weatherization and solar services to residents in Southeast Bakersfield. This endeavor involves a collaborative partnership with GRID Alternatives and Kern Community College District (KCCD).	Currently in the process of developing program and receiving contract. Anticipated to start program during second half of 2024.

3) Continue to build partnerships with community to fully administer the Low-Income Household Water Assistance Program (LIHWAP) grant.	Contract is 100% spent out. In the process of being closed out (will be completed by EOM).

Program Highlights
1) We were able to spend out the entire LIHWAP contract! We accepted an additional $200,000 from the state to assist the residents of Kern County and were able to fully spend this amount as well. We were able to complete 108% of the contract.

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Month	March-24		Friendship House Community Center (FHCC)
Division/Director	Fred Hernandez	**Program Manager**	Lois Hannible
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

Located in Southeast Bakersfield, the program serves children, adults, and families through after-school, summer and mentor programs, nutrition education, sports, access to social services, and more.

Youth Programs	Month	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2023	9	105	100	9%	105%
Summer Program (Max Capacity due to COVID) (SRV 2m)	N/A	-	35	-	-
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	13	43	50	30%	86%

Medi-Cal Outreach	Month	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions	446	11,168	15,000,000	0.0399355	0%
Canvasing phone calls and flyers	1,510	3,866	12,000	0.3905846	32%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	0	-
Outcome/Case Managed Families (SRV 7a)	5	10
Provided Food Assistance (SRV 7c)	37	42
Assisted with Energy/HEAP Services (SRV 7c)	2	2
Provided Assistance with Medi-Cal (SRV 7c)	0	-
Provided Mentoring Services (SRV 2p, 7c)	4	14
Deposit Payments (SRV 4d)	1	1
Temporary Housing Placements (SRV 4m)	0	-

Explanation (Over/Under Goal Progress)

The Medi-Cal program is in the process of securing billboards to outreach for the program. Once the billboards are up, the number of impressions being reported will drastically increase.

Program Strategic Goals	Progress Towards Strategic Goals
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House.	The FHCC Advisory Board is in the process of planning the 2024 FHCC Mixer Fundraiser.
Recruit and secure staffing for the Friendship House.	The FHCC is fully staffed.
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	The FHCC received a STEM/Leadership program grant for girls, as well as a 3-year Mentor grant for youth.

Program Highlights

On March 29th the Friendship House took 20 youth on a field trip to Disneyland. The wonderful visit to Disneyland was made possible through funds raised at the 2023 Friendship House Mixer Fundraiser. A huge thank you to all who provided support in making the dreams of our program youth, to visit Disney, come true!

Community Action Partnership of Kern

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Month	March-24		Shafter Youth Center (SYC)
Division/Director	Fred Hernandez	Program Manager	Angelica Nelson
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Shafter Youth Center (SYC) serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Month	YTD (unduplicated)	Goal	Month Progress	Annual Progress
Summer Program (SRV 2m) June/July		0	60	0%	0%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	3	20	35	9%	57%

Community Programs	Month	YTD (unduplicated)
Fitness Boot Camp, Zumba and Adult Basketball (individual counts)	21 new	
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	2	
On Site Collaboration: Energy, VITA, Food Bank	3	

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates, distributions (e.g., food, diapers)	0	1	6	0%	17%

Explanation (Over/Under Goal Progress)

Community Program continues to have strong attendance. Basketball, Zumba and Fitness Boot Camp have brought in 21 new participants. Nightly attendance brings in an average of 30-40 people per evening. Some nights as high as 60 people playing basketball

Program Strategic Goals	Progress
1. Monitor and assess students' academic advancement through regular school progress and grade reports. Utilize the gathered data to refine and modify individual student learning plans.	Report cards are being collected for the recently completed, academic quarter. After school students are making progress in grades
2. Improve the attainment of program funding to broaden the scope of program offerings. This involves working in partnership with the CAPK Foundation to integrate funding that facilitates the introduction of new services.	SYC has been working with CAPK Foundation to address and collaborate on meeting the needs of the facility and program

3. Improve the attainment of program funding to broaden the scope of program offerings. This involves working in partnership with the CAPK Foundation to integrate funding that facilitates the introduction of new services.	SYC has been part of the discussions to attain future funding, and possible program changes. The team continues to work on current programs and make students successful
Program Highlights	

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Month	March-24	Program/Work Unit	Volunteer Income Tax Assistance (VITA)
Division/Director	Fred Hernandez	Program Manager	Jacqueline Guerra
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Volunteer Income Tax Assistance (VITA) program provides free tax preparation and electronic filing services for individuals and families with low to moderate incomes. VITA also aids eligible clients in maximizing benefits from the Earned Income Tax Credit (EITC), thereby enhancing their tax returns and contributing to the local economy. All VITA services are delivered by IRS-certified staff and volunteers.

Completed Tax Returns (SRV 3o)	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	2,211	4,704	7,400	30%	64%
Social Security Number (SSN)	1,994				
Individual Taxpayer Identification Number (ITIN)	217				
State	2,214	4,712	7,400	30%	64%
Social Security Number (SSN)	1,994				
Individual Taxpayer Identification Number (ITIN)	220				

Refunds and Credits (SRV 3o)	Month	YTD
Federal Refunds	$1,686,343	$3,103,917
State Refunds	$665,953	$2,746,554
Federal Earned Income Tax Credit (EITC) *(income limit $63,398 household)*	$1,056,488	$1,961,890
California Earned Income Tax Credit (CalEITC) *(income limit $30,950/household)*	$267,778	$1,833,160
Total Refunds and Credits	**$3,676,562**	**$9,645,521**

Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications *(Note: duplicate of Federal Tax Returns Completed)*	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)	63	93	150	42%	62%

Explanation (Over/Under Goal Progress)

Federal and State tax return count varies by need of client, some are only filing for the state Young child Tax Credit which requires zero income and only a state return.

Program Strategic Goals	Progress Towards Goal
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.	During one of our outreach events, a new partnership was established with Mountain Communities FRC in Frazier Park with plans of them hosting VITA next tax season.

Program Highlights

Tax season has been very busy at our rural locations. Delano, Taft, Shafter and McFarland are fully booked through tax season. Taking note of this, the CAPK VITA team is extending our services at each of these locations until June.

Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

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Month	March-24	**Program/Work Unit**	Operations Division
Division/Director, Assistant Director	Emilio Wagner CFTO, Maria Contreras Assistant Director	**Program Managers**	Douglas Dill, Ryan Dozier, Laurie Sproule, Maria Contreras
Reporting Period	January 1, 2024 - December 31, 2024		

Division Description

The Operations Division is a dynamic and multifaceted division that plays a pivotal role in ensuring the seamless functioning of our organization. This division is responsible for spearheading new construction projects, overseeing fleet management, maintaining our physical facilities, mitigating risks, and managing all aspects of Information Technology (IT) and Information Systems (IS).

Data Services

Activity	Requested	In-Progress	Processed	Processed YTD
IS Tickets	32	12	20	39
Dynamic 365 Enhancements	3	3	2	2

Projects	*Description of Status*	*Current % Status*
Universal Intake	Implementation plan being created	16%
In-kind Management	Deploying to UAT on the first week of April	67%
CalAIM - KHS Version 3.0	Orchestration development in progress	35%
Referral Management Enhancements	Updated eligibility questions in review. Development to begin in Mid April	32%
Energy-Weatherization	Application development being finalized to deploy to UAT in April	47%
FRC Platform Updates	Delayed- Pending actions items from Program	80%
M Street Application	Application development in progress	50%
Food Bank Front Desk Application	Development finalized moving to UAT in April	60%
CSPP Enhancements	Report and updates finalized, deploying 3/29/2024	100%
Feeding America Service Insights Project	Prepping documentation and Training Hub for KRV/Food Bank Staff	23%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	286	709	385	904

Construction Projects		*Description of Status*	*Current % Status*
Head Start Expansion			
Food Bank Expansion			

Major Maintenance Projects		*Description of Status*	*Current % Status*
Oasis Renovation		Pending Play Structures Permit ready & pending install schedule	92%
Angela Martinez		Construction in progress, need of mold remediation, found more mold and an additional change order	60%
Stockdale HS		Contractor Construction completed, licensing alterations pending, Play Structure going in contract, on contract submitted for permitting	70%
Playgrounds		Sterling, HH, Jewett	100%
Planz Modular Disposal		Getting Bids	25%

Community Action Partnership of Kern
Monthly Report 2024

Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	423	85	469	1298

Help Desk Projects	***Description of Status***	***Current % Status***
Mitel Phone System Upgrade	Leverage a replacement unified communications system solution to replace and/or upgrade current Mitel system.	35%
MDM Mobility Project	Upgrade the current MDM software for centrally manage, monitor, and secure Cap K Mobile Devices.	5%
Software License Project	Obtain software license tracking tool to maintain, centralize, and track inventory of all Cap K supported software license information.	5%
Asset Management Tracking	Update all assets within Asset Tiger Management tool for tracking, and tagging of all assets across CAPK.	40%
Information & Technology Projects	***Description of Status***	***Current % Status***
Head Start Expansion		

Risk Management		
Workers Compensation Claims	**Reported**	**Reported YTD**
For Report Only	13	31
First Aid	0	2
Medical	0	0
Modified Duty	0	0
Lost Time	0	0
Under Investigation / Non-Industrial /	0	1
Property	1	7
Vehicle Incident / Grand Theft Auto	1	5
Motor Vehicle Accident	0	0
Work Place Violence / Over Doses / Death	0	0
Total	**15**	46

Program Strategic Goals	Progress Towards Goal	
Description	**Description of Status**	**Current % Status**
Develop a facility deferred maintenance		
Develop and implement a Data Governance		
Improve the customer experience by		

Program Highlights

Community Development

Grant Development
CAPK Foundation
Outreach & Marketing
2-1-1 Kern Call Center
CenterCommunity Schools Partnership Program (CSPP)

Community Action Partnership of Kern

Monthly Report 2024

Month	March-24	Program/	Community Development
Division/Director	Pritika Ram	Program Manager	Catherine Anspach, Vanessa Mendoza, Savannah Maldonado-Oates
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The services under the Community Development Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	23,792	78,869	250,000	114%	32%
Facebook Impressions (i.e., number of times users see content)	541,914	1,085,914	1,250,000	520%	87%
Other Social Media Impressions	12,671	52,671	250,000	61%	21%

Highest Performing Post

https://www.facebook.com/photo/?fbid=789745013189038&set=pcb.789745136522359

1,753 impressions How many times the post came across screens)
1,535 reach (how many individuals saw the post)
251 interactions (how many liked, commented, or shared)

Outreach Special Projects

Attended Head Starts in Shafter and Taft to assist Aera with the Easter Bunny Visits
Attended Shafter's State of the State ceremony
Attended BC's Sterling Silver Dinner
Onboarding new staff member Therese Dozier, Temporary Outreach and Communications Supervisor
Assisted with the TCC/EPA Community Engagement meeting at FHCC
Continued planning for FHCC's casino night
Attended CSUB Career Day
Continued planning for Staff Development Day
Hosted last LIHWAP event with energy
Containing to work on 2023 annual report

Attended MCAP's Supply bank event and provided media support
Attended HVP's spring event and provided media support
Continuing to support CAPK Foundation with the planning of the Gourmet for Good event
Completed Program video for MCAP PRE presentation
Attended CSUB Career expo
Attended Read Across America celebrations at HS and provided media support
Completed Energy marketing campaign for LIHWAP
Updated Energy website
Outreach Advocacy
Prepared documents for Pritika and Louis for NCAF Washington DC Legislative Visits
Preparing for Cal-CAPA legislative day scheduled for next month
Scheduling visits for Food Bank's visit in May for the California Food Bank Associations Conference
Attended California Policy Center's elected meet and greet
Advocacy Watch-list
Farm Bill Package
Notice of Proposed Rulemaking (NPRM) in the Federal Register, Supporting the Head Start Workforce and Consistent Quality Programming
211 infrastructure bill
Projects
Due to unforeseen logistical issues on the presenter's side, subregional meetings have been paused momentarily. The Fiscal Agent (KCCD) is currently in the process of finalizing and contracting a Strategic Planning firm that will be responsible for completing the Regional Plan Pt. 1 Addendum, which is due on April 30th, 2024. An RFP was published on the KCDD website March 5th, 2024, and the application submission deadline is April 2nd, 2024. The month was dedicated to solidifying a point of contact for the Governance Council (CAPK) as their new liaison, reviewing and determining gaps in the Gov. council roles and responsibilities as well as identifying additional consultants/firms that will provide technical assistance in Projects Management, grant writing and PR/Communications.
IRM troubleshooting and program assistance continues. Pending referral lists are shared with program managers every other week if referrals are not being properly followed up on.

Community Services Block Grant (CSBG)	Results Oriented Management & Accountability (ROMA)
Presented the findings of the CY 2023 CSBG Annual Report to leadership and the Program Administrators. The IS team has created a plan for the year to include monthly check-ins and data review at the program level.	The team is currently reviewing a proposal from Barbara Mooney for an intro to ROMA training geared towards Directors and Managers.

Community Action Partnership of Kern

Monthly Report 2024

Foundation
Solicited and followed up for sponsors for GOURMET FOR GOOD to increase funding.
Continued coordination of fundraising event, GOURMET FOR GOOD, planning menu, event layout and run of show including tastings with caterers.
Coordinated and ordered Donor Wall Tree Display for EKFRC.
Held a subcommittee planning meeting for GOURMET FOR GOOD.
Exploratory Meeting with Bonterra, a fundraising platform.
Attended Head Starts in Shafter and Taft to assist Aera with the Easter Bunny Visits.
Attended Bakersfield College's Sterling Silver Dinner.
Participated in the weekly planning meeting for FHCC Fall Mixer.
Attended Cesar Chavez Legacy breakfast.
Attended Shafter Chamber of Commerce Annual Dinner.
Attended Go Red For Women Luncheon.
Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
Proactively identify and pursue new funding opportunities to support and enhance our organization's mission and projects.	The grants team visited Kern Community Foundation (KCF) last week. We received a tutorial on using a research engine that KCF subscribes to funding opportunities. Additional visits will be made to see if CAPK is interested in purchasing this engine so that we can increase the number of grants we are privy to.
Dedicate the upcoming year to thorough planning efforts, ensuring the successful completion of the new five-year strategic plan.	We have developed a plan for SMARTIE training that will be implemented in June and July of 2024. A general training will occur, in addition to breakout sessions/workshops with each goal group that are focused on applying the knowledge through exercises. This learning opportunity will support the develop of the next plan by ensuring that staff is well equipped with the knowledge to develop smart, specific, measurable, realistic, and time-bound objectives.
Increase trust among elected officials, partner agency leaders, and corporate partners in CAPK as a partner-of-choice for implementation of anti-poverty and comms development programs. Raise awareness among civic influencers of poverty and CAPK's work to help families achieve self-sufficiency. Raise awareness among low-income residents of CAPK's programs that can help families and individuals in need.	All 3 goals have been implemented into the strategy of all campaigns.

Community Action Partnership of Kern
Monthly Report 2024

Month	March-24	Program/Division	2-1-1 Call Center Program
Division/Director	Pritika Ram	Program Manager	Sabrina Jones-Roberts
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 25 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.

Most Requested Services	Homeless Diversion Programs	Food Pantries	Utility Service Payment
Top 3 Unmet Needs	Food Stamps	Rent Payment Assistance	Homeless Shelter

Information and Referral Services Calls Handled (SRV 7c)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County	5833	19,328	90,000	6%	21%
Kings County	203	698	4,000	5%	17%
Tulare County	756	2,807	10,000	8%	28%
Stanislaus County	740	2,413	10,000	7%	24%
Fresno & Madera	3575	11,054	20,000	18%	55%
Merced & Mariposa	57	203	900	6%	23%
Total I&R Calls Handled	**11,164**	**36,503**	**134,900**	**99%**	**27%**
Average Wait Time	**0:39**				
Average Handle Time	**5:19**				

Staffing vs. Call Volume	Current Staff	Staff Needed Per Call	Staff Over/ Short
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.	14	21.0	(7.05)

Grant Funded Services	Activity	Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 3l)	54	31	69	300	45%	23%
Medi-Cal Application (MNP) (SRV 3h)	50	36	79	100	46%	79%
Medi-Cal Redetermination- KP (SRV 3h)	18	0	0	70	-	0%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c)	58	28	87	300	32%	29%

2-1-1 Website Visitors	Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated Visitors *(i.e., accessing 2-1-1 e-services and database resources)*	22,449	63,214	225,000	10%	28%

Other Calls	Month	YTD
LIHEAP (SRV 7b)	3450	12,116
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	640	1,976
Mental Health (SRV 7c)	466	1,238
Food-related Calls (SRV 7c)	1654	4,511
Housing and Homelessness Calls (SRV 7c)	2359	6,649

Health and Human Service Referrals (SRV 7c)	3419	7,619	
Total Other Services	11,988	34,109	

Explanation (Over/Under Goal Progress)

The program remains on track to meet its goal expectations and will be monitored throughout for increment changes. The call volume support required and staffing ratio has been determined by trends identified by recent call demands of the program. Overall, the program had a lower call volume in comparison to the previous month.

Program Strategic Goals	Progress Towards Goal
1. Enhance recruitment initiatives to attract and hire well-qualified candidates.	The program seeks to captivate skilled candidates by streamlining the recruitment process of internal Human Resources and external Staffing Agency efforts. The program is in a position currently to offer competitive wages, language fluency and competency incentives, and opportunities for growth.
2. Enhance employee retention and foster opportunities for professional growth.	2-1-1 remain staffed with 18 Full Time and 5 temporary Information and Referral (IR) Specialists. The program enriches employees through strategic schedule planning, honoring traditions, and celebrating achievements or milestones. The program offers opportunities for professional development and an incentive for IR's who obtain certification as a Community Resource Specialist. The Program is experiencing growth and has opened a position for an additional Information and Referral Coordinator in March 2024.
3. Focus on retaining current contracts, such as those with United Ways, and explore growth opportunities to enhance the impact on clients.	2-1-1 aims to achieve strengthened partnerships by effectively communicating, and meeting with partners and contract grantors to share performance data and discuss progress relative to its objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained.

Program Highlights

Three (3) county partners have provided verbal authorization to proceed with a contract renewal. The program is pleased to share that the calls are manageable considering the number of staff available which strengthens the partnership with funders and allows trust in renewing the contract agreement for an additional 3 years.

Community Action Partnership of Kern
Monthly Report 2024

Month	March-24	**Program/Work Unit**	Community School Partnership Program
Division/Director	Sabrina Jones-Roberts	**Program Manager**	Que'Mesha Banner
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Community School Partnership Program (CSPP) provides direct wrap around case management to student-families enrolled within Bakersfield City School District's (BCSD) Community Schools. CSPP is designed to receive referrals from the community schools' Multi-Tiered System of Support and Family and Community Engagement (FACE) Liaisons. The program links student-families to community-based services addressing food insecurities, housing stability, or other related basic services. The program is modeled after the Four Pillars of a successful Community School designed to mitigate academic and social impacts of emergencies affecting its local communities and improve school responsiveness to student and family needs.

Additional Requested Services	Clothing	Youth Sports League	
BCSD Referral Type	M.T.S.S (12)	F.A.C.E (12)	OTHER (3)

Direct Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Families referred to Program (SRV 7c) One-time services	27	158	650	4%	24%
Families Receiving Case Management Services (SRV 7a)	10	46	488	2%	9%

Results-Oriented Management and Accountability (ROMA) Assessment	Month	YTD
Families that completed Pre-assessment	14	51
Families that completed Post-assessment	5	7

Internal Referral Services (SRV 7c)	Month	YTD
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	3	28
Total Families referred internally for Housing (CES)	5	22
Total families referred for Employment Resources (2-1-1 or external)	2	15
Total Families referred internally for Childcare (Head Start)	0	11
Total Families referred internally for Utility Assistance (Energy)	8	22
Total Families referred to Friendship House afterschool/ mentorship program	1	6
Families Receiving Emergency Food Boxes through CAPK Food Bank Pantry Partnership (SRV 5jj)	18	61
Home Visits (SRV 2cc)	3	10

Community Action Partnership of Kern

Monthly Report 2024

Explanation (Over/Under Goal Progress)	
Community Schools Partnership Program is in the 8th month of the 2023-2024 academic year. BSCD schools were on Spring break from 3/25/24 - 3/29/24. CSPP staff were out on vacation and/or bereavement leave. On 3/28/24, the Case Manager stationed at Stella Hills Elementary, submitted a letter of resignation and their last day is set for 4/12/24. MTSS meetings are not being held consistently at all school sites and majority of referrals come from FACE Liaisons and outreach. Case Managers and Liaisons utilize school-based communication app (Parent Square) to promote the program, and parent walk-ins are accepted.	
Program Strategic Goals	**Progress Towards Goal**
1. Elevate program standards and effectiveness by providing a minimum of 3-months and up to one year of case management services to families referred to program and ensure the case management flow chart is being followed and conducted promptly.	Case Managers need to improve on family engagement and following through with the families on their caseload. Case managers have shown improvement with completing intakes, assessments, and family goal planning.
2. Implement Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART) goals with participating families based on their needs outlined in ROMA assessment to reduce barriers and increase successful outcomes.	Case Managers have shown improvement with completing initial Family Goal Plans with SMART goals. Case managers need improvement with 30-60-90 follow ups.
3. Increase access to housing support and financial educational opportunities for families experiencing or at-risk of homelessness.	CSPP is collaborating with Chase Bank Community Manager to provide financial education courses to community school parents. The second session was held on March 19, 2024 at Stella Hills Elementary School.
4. Recruitment	Two rounds of interviews were conducted this month to fill the case manager vacancy for the previous month. Due to recent resignation, two candidates were selected and offered the positions. Both candidates accepted the position.
Program Highlights	
A parent from MLK Elementary school needed emergency assistance due to her electricity being shut off. CSPP Case Manager was able to complete an intake and assist the parent with completing the application, gathering all the appropriate documentation, and referring her to the HEAP office. HEAP was able to restore the parent's services the same day.	

Application Status Report
March 2024

Name	Description	Funder	Amount Requested	Amount Awarded	Decision Date	Status
Women's and Girl's fund	The Women's and Girl's Fund is designed to provide 50 girls in the summer and afterschol program with STEM Training, leadership development training, and field trip opportunities to California Science Museam and Career and Educational Technical Center.	Kern Community Foundation	$ 25,000.00	$ 25,000.00	3/14/2024	Awarded
Mentoring, Community Outreach and After School Program Services for Youth	Mentoring, Community Outreach and After School Program Services for Youth in Bakersfield. Services will be facilitated through Friendship House Community Center.	Kern County Department of Human Services	$ 102,384.00	$ 102,384.00	3/13/2024	Awarded
Road to Resilience	This opportunity will provide at-home case management services to pregnant women with a history or current relationship with substance use.	California Department of Social Services (CDSS)	$ 600,000.00	$ -	3/18/2024	Denied
Kern Family Health Care Community Grant Program	Funds from KFHC will provide educational learning material for summer bridge participants and the purchase of a laptop for the assigned case manager.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -		Pending

Community Project Funding	CAPK requested funds from U.S. Congressman David G. Valadao through their Community Project Funding application for a microgrid project at Shafter Youth Center. A microgrid will allow the center to serve community residents as a warming and cooling center during climate emergencies.	U.S. Congressman David G. Valadao	$ 2,466,080.00	$ -		Pending
Kern Family Health Care Community Grant Program	The SYC will provide a STEM learning experience for children and conclude with a trip to the CA Science museum.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -		Pending
Kern Family Health Care Community Grant Program	Funds from KFHC will provide transportation passes and essential supplies to Mojave residents.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -		Pending
Kern Family Health Care Community Grant Program	This project will fund STEM learning materials for FHCC students and a field trip to the California Science Center.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -		Pending
Kern Family Health Care Community Grant Program	This project will fund the continuation of VITA services after tax season ends.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -		Pending
Kern Family Health Care Community Grant Program	Funds from KFHC will allow CalFresh to purchase incentive items during outreach events that will promote healthy habits/alternatives.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -		Pending
Kern Family Health Care Community Grant Program	Funds from KFHC will provide the purchase of hygiene items for the M St. Navigation Center.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -		Pending

Environmental and Climate Justice Community Change Grants Program	Under the City of Bakersfield, CAPK is applying to this grant opportunity to request funds for a microgrid project at FHCC. Installation of a microgrid will allow the center to operate as a cooling/warming center for community members to seek refuge during extreme temperature events.	City of Bakersfield	$ 2,676,374.00	$ -		Pending
Climate Pollution Reduction Grant	Weatherization of 100 homes in southeast Bakersfield. Funder: Environmental Protection Agency Lead Applicant: City of Bakersfield CAPK: Prospective subrecipient	City of Bakersfield	$ 2,975,175.00	$ -		Pending
Emergency Food and Shelter Program Phase 41 Launch	CAPK requested $75,000 in funding for food. Food purchased with this grant will be distributed to our pantry and commodity sites.	United Way of Kern County (UWKC)	$ 75,000.00	$ -		Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Federal	**CAPK Program**	Energy
Funding Agency	Environmental Protection Agency City of Bakersfield	**Project Name**	Climate Pollution Reduction Grants Program
CFDA	66.046	**Target Population**	Low & Disadvantaged Communities
Reapplication (Y/N)	N	**Number to be served**	100
Estimated Request	$2,975,175	**Division Director**	Freddy Hernandez
Award Period	October 2024 – September 2029	**Program Manager**	Wilfredo Cruz

Project Goal (One sentence goal statement)

Community Action Partnership of Kern will weatherize 100 homes in the southeast community during the five-year project term.

Project Description (Brief one paragraph description)

The weatherization initiative aims to enhance energy efficiency across various residential setups, including single-family homes and mobile homes. By implementing measures such as installing low-flow showerheads, ceiling fans with LED lights, weatherstripping, addressing the homes heating and cooling needs, and appliance replacement, households stand to significantly reduce their monthly energy bills.

Weatherization services can play a crucial role in combating climate change concerns by reducing energy consumption and increasing the efficiency of Bakersfield homes. This endeavor aligns with environmental conservation efforts, promoting safety through the provision of carbon monoxide alarms and addressing structural issues like broken glass, windows, and malfunctioning appliances.

Eligibility for the program extends to homeowners who are residents of Southeast Bakersfield with low to moderate household incomes.

Estimated Budget Summary

CAPK is requesting $2,975,175 from the City of Bakersfield, the lead entity in this grant application. The following allocations are requested for the five-year project period: $957,865 for personnel, $296,939 for fringe benefits, $21,237 for travel, $100,000 for equipment, $25,000 for supplies, and $1,060,000 for contractual, $252,754 for other, and $261,380 for indirect.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Freddy Hernandez — 04/02/2024
Freddy Hernandez (Apr 3, 2024 13:33 PDT)
1. Division Director — Date

Pritika Ram — 04/02/2024
2. Chief Business Development Officer — Date

04/03/2024
3. Chief Program Officer — Date

Stacy Webster — 04/03/2024
4. Chief Financial Officer — Date

04/03/2024
5. Chief Facilities and Technology Officer — Date

04/02/2024
6. Chief Executive Officer — Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	United Way of Central Eastern California	**Project Name**	Emergency Food and Shelter Program Phase 41
CFDA	n/a	**Target Population**	Food Insecure
Reapplication (Y/N)		**Number to be served**	TBD
Estimated Request	$ 75,000	**Division Director**	Susana Magana
Award Period	1 year	**Program Manager**	Kelly Lowery

Project Goal (One sentence goal statement)

To enhance the food security of low-income individuals in Kern County through the procurement and distribution of food, leveraging CAPK's extensive network of partner pantries and special distribution sites, in response to the increased demand driven by economic stressors

Project Description (Brief one paragraph description)

Kern County has been allocated $703,823 in federal funds through the Department of Homeland Security (DHS)/Federal Emergency Management Agency's Phase 41 Emergency Food and Shelter National Board Program, administered by the United Way of Central Eastern California. This initiative aims to supplement emergency food and shelter programs, enhancing support for high-need areas. Within this framework, the Community Action Partnership of Kern (CAPK) is applying for $75,000 of these funds. CAPK plans to leverage this funding to significantly bolster its emergency food distribution efforts, addressing the heightened demand within the community.

Estimated Budget Summary

The $75,000 grant requested by CAPK will be dedicated entirely to purchasing food.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

1. Division Director — Mar 31, 2024 — Date
2. Chief Business Development Officer — Pritika Ram — Apr 1, 2024 — Date
3. Chief Program Officer — Apr 1, 2024 — Date
4. Chief Financial Officer — Stacy Webster — Apr 2, 2024 — Date
5. Chief Facilities and Technology Officer — Apr 2, 2024 — Date
6. Chief Executive Officer — Apr 2, 2024 — Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State	**CAPK Program**	Head Start
Funding Agency	CA Dept. of Food and Agriculture	**Project Name**	CA Farm to School Incubator Project
CFDA	N/A	**Target Population**	0-5
Reapplication (Y/N)	N	**Number to be served**	200+
Estimated Request	$200,000	**Division Director**	Yolanda Gonzales
Award Period	Nov. 2024- Oct. 2026	**Program Manager**	Luz Adams

Project Goal (One sentence goal statement)

The project will strengthen the connection between students and their local food systems, promoting healthy eating habits, and agricultural education.

Project Description (Brief one paragraph description)

Two Head Start Centers: Primeros Pasos and Sterling, will provide a hands-on learning experience by having on-site gardens that will engage children with nature and the plant life cycles. A family engagement will be added to this project by having food boxes available for caregivers to make with their children. These food boxes will be nutritious and cover the CA grown produce requirement of this grant. This project will run for the two-year grant term.

Estimated Budget Summary

The estimated budget for this proposal will cover subcontracting costs for on-site gardening, a new hire to oversee and meet funding requirements, and the gardening supplies for this project.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Yolanda Gonzales — 04/01/2024
1. Division Director — Date

Pritika Ram — 04/01/2024
2. Chief Business Development Officer — Date

04/03/2024
3. Chief Program Officer — Date

Stacy Webster — 04/03/2024
4. Chief Financial Officer — Date

04/03/2024
5. Chief Facilities and Technology Officer — Date

04/03/2024
6. Chief Executive Officer — Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Federal	**CAPK Program**	Shafter Youth Center
Funding Agency	Congressional Funds	**Project Name**	Microgrid Project
CFDA	N/A	**Target Population**	Shafter Residents
Reapplication (Y/N)	Y	**Number to be served**	TBA
Estimated Request	$ 2,466,080	**Division Director**	Freddy Hernandez
Award Period	2025 - 1 year term	**Program Manager**	Angie Nelson

Project Goal (One sentence goal statement)

Establishing a microgrid at Shafter Youth Center ensures the community has a resilient power source for emergencies like power outages or extreme weather events, while also serving as a cooling or warming center, and providing a local, sustainable source of green energy.

Project Description (Brief one paragraph description)

The project consists of 90 kW photovoltaic array roof mounted to the 10,912 SF multipurpose building, coupled with an 800 kWh battery energy storage system for backup power in case of a power failure. The combined system will create a grid-connected microgrid confined to the Shafter Youth Center that can operate independently of the utility grid. During normal operation with grid energy, the photovoltaic array will produce enough power to cover operations during the day and charge the battery system, which will in turn regulate and supply power to any systems overnight for the facility to reduce the dependency of the utility grid. Project design efforts will focus on energy efficiency as a fundamental approach to reducing environmental impact and local dependency on fossil fuels, and enhancing the quality of life for individuals in Shafter. The establishment of a dedicated center serving as a warming and cooling facility during power outages or climate emergencies offers residents a vital refuge, ensuring their safety and well-being.

Estimated Budget Summary

CAPK has requested $2,466,080 from Congressman David G. Valadao. The following allocations were noted in our budget: $2,100 for demolition, $32,500 for site concrete, $390,000 for electrical work, $383,000 for the solar array, and $685,000 for the battery energy storage system. Additional expenses including permitting, liability insurance, and a 10% contingency fee.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Freddy Hernandez — 04/02/2024
1. Division Director — Date

Pritika Ram — 04/02/2024
2. Chief Business Development Officer — Date

04/04/2024
3. Chief Program Officer — Date

Stacy Webster — 04/02/2024
4. Chief Financial Officer — Date

04/02/2024
5. Chief Facilities and Technology Officer — Date

04/04/2024
6. Chief Executive Officer — Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
March 2024

Funding Type	Private	**CAPK Program**	CalFresh Healthy Living
Funding Agency	Kern Family Health Care	**Project Name**	CalFresh Nutrition Reinforcement Items
CFDA	N/A	**Target Population**	Community
Request	$5,000	**Division Director**	Susana Magana
Award Period	1 year	**Program Manager**	Alan Rodriguez
Description	This project proposal will fund incentive items for the CalFresh Healthy Living Program. Useful items, such as measuring spoons/cups, aprons, water bottles, and food scales will be purchased to incentivize the community to enroll to the CalFresh Healthy Living Program and utilize the items in their homes.		

Funding Type	Private	**CAPK Program**	VITA
Funding Agency	Kern Family Health Care	**Project Name**	VITA Serves Kern County
CFDA	N/A	**Target Population**	Community
Request	$5,000	**Division Director**	Freddy Hernandez
Award Period	1 year	**Program Manager**	Jacquelyn Guerra
Description	This project will fund VITA to continue providing tax-return and ITIN assistance after tax season ends. VITA will offer their services in rural areas of Kern County-Shafter, Wasco, Taft, McFarland, and Delano.		

Funding Type	Private	**CAPK Program**	M St. Navigation Center
Funding Agency	Kern Family Health Care	**Project Name**	Low Barrier Navigation-Hygiene Kits
CFDA	N/A	**Target Population**	Unhoused
Request	$5,000	**Division Director**	Rebecca Moreno
Award Period	1 year	**Program Manager**	Laurie Hughey
Description	The M St. Navigation Center will provide clients with hygiene kits with Kern Family Health Care (KFHC) funds. This initiative fulfills KFHC's goal of improving population health by providing hygiene items that will reduce diseases and promote healthy hygiene habits.		

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
March 2024

Funding Type	Private	**CAPK Program**	Old Town Bakersfield Food Incubator
Funding Agency	Albertsons Companies Foundation	**Project Name**	Nourishing Neighbors
CFDA	NA	**Target Population**	Low income and food insecure
Request	$3 million	**Division Director**	TBD
Award Period	4 years	**Program Manager**	TBD
Description	CAPK is in the pre-application phase of this opportunity and is applying for a downtown food incubator program. We aim to partner with the city of Bakersfield. Nourishing Neighbors, part of Albertsons Companies Foundation, seeks to combat hunger by promoting food security. Acknowledging the complexity of hunger, they aim to address its root causes like poverty and unemployment with innovative solutions. This RFP calls for proposals for new, creative projects tailored to specific areas, focusing on long-term, sustainable approaches to eliminate hunger, particularly in their early stages or without substantial funding.		

Recommendation	Staff recommends approval to submit the small funding application(s) up to $50,000 per year and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Date Presented/Approved

Policy Council: _____	PRE Presentation: _____	B&F Approval: _____	Board Approval: _____

Community Action Partnership of Kern
Monthly Report 2024

Month	March-24	Program/Work	Head Start & Early Head Start
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attend	Carol Hendricks
Reporting Period	March 1, 2024 - March 31, 2024		

Program Description

Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.

Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (14 fully closed classrooms/7 partially closed classroom)	596	829	829	72%	167
Disabilities	187 (YTD)	10%	10%	23%	n/a
Over Income 101%-130% (up to 35%)	27	n/a	n/a	5%	n/a
Over Income 131% and up (up to 10%)	47	n/a	n/a	8%	n/a

Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (14 fully closed classrooms/7 partially closed classrooms)	926	1242	1242	75%	284
Disabilities	77 (YTD)	10%	10%	7%	n/a
Over Income 101%-130% (up to 35%)	36	n/a	n/a	4%	n/a
Over Income 131% and up (up to 10%)	54	n/a	n/a	6%	n/a

Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To-Date	Annual Goal (Contract Limit 400)	Annual Progress	
Enrollment	236	338	312	108%	

Central Kitchen	Total Number Prepared	Breakfast	Lunch	Snack
Meals and Snacks	50,679	19,156	15,394	16,129

Child and Adult Care Food Program (CACFP) (Note: The data represents information from February 2024)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	63,823	19,926/43,837	38,938	77%

Household Services	Month	YTD
Eligbility Determination (SRV 7b)	138	516

Total Community Services	**138**	**516**

Explanation (Over/Under Goal Progress)

The current challenges we are facing regarding enrollment due to staffing shortages and pending licenses at four of our centers. These factors have contributed to lower-than-anticipated enrollment numbers. However, it is worth noting that the closed classrooms at Harvey Hall and Sterling centers are pending licensing approval and can be reopened once the necessary approvals are obtained.

As of March 27, 2024, we have 97 vacant positions within our organization. To address this and meet our enrollment targets, we have been actively implementing initiatives under the Full Enrollment Initiative. These efforts encompass a range of activities such as hosting in-house application clinics, organizing center-specific recruitment events, participating in community events, and promoting staff incentives.

Additionally, we are awaiting approval from the Office of Head Start regarding the 2024/2025 Program Options. Based on the proposed options, if we maintain the current enrollment on July 1, 2024, we would achieve 99% of our funded enrollment target for Head Start and 79% for Early Head Start. Consequently, we are intensifying our efforts to recruit children for Early Head Start services to bridge this gap.

Program Strategic Goals	Progress Towards Goal
1.) Program Options	Objective: Develop and implement program options that tailor to the community's unique needs and characteristics. Progress: The 2024/2025 Program Options have been formally submitted to the Office of Head Start for review and approval. Upon receiving approval, we will prioritize the establishment of classrooms specifically designed to cater to the needs of primary 3-year-olds, as well as incorporate a new Family Child Care option.

Program Highlights

1. On March 7, 2024, recruitment at America's Job Center, WIC and the Food Bank was conducted.
2. On March 8, 2024, Taft College had a successful licensing visit, which resulted in no deficiencies
3. On May 4, 2024, Garden Pathways will be hosting their 2nd annual community resource fair on from 10 a.m. to 2 p.m. Over 20 vendors will be in attendance, including several CAPK programs. The public is invited to attend.
4. On March 14, 2024, recruitment at foster agencies and GEO Re-entry Program was conducted.
5. On March 15, 2024, the Inclusion team along with two parents attend the Specially Yours Conference hosted by Kern County Consortium Special Education Local Plan Area. Families learned about various ways of communicating with children with disabilities.
6. On March 16, 2024 staff participated in the "A Healthy Whoville Resource Fair" recruitment event.
7. On March 18, 2024, the Health team conducted CPR Training for staff.
8. On March 20th and 27th, 2024, in-house application clinics were held.
9. On March 21, 2024, staff participated in the recruitment event at Nueva High School.
10. On March 28, 2024, recruitment at the Bakersfield Homeless Center, Mercy House, and Flood Ministries were conducted.
11. At the home base socialization, the team conducted hearing, vision, and blood pressure screenings.
12. The Nutrition team participated in the Home Base Spring Socialization by offering families recipes and creating infused water with fresh fruit and herbs.
13. Read Across America was a success, thanks to all volunteer readers. This year we had over 80 readers visiting our centers (first responders, community workers, board members, and parents) and each classroom received four books to enhance their classroom library.
14. The CACFP Tri-Annual Audit commenced on the week of March 18, 2024. Results from the audit are pending.

MEMORANDUM

To: Program Review & Evaluation - PRE-Committee

From: Yolanda Gonzales – Director of Head Start/State Child Development

Date: Wednesday, April 10, 2024

Subject: *Agenda Item 5d:* Strategic Plan 2021-2025 – Goal Group 2 Presentation – **Info Item**

Strategic Goal 2 – To ensure that all families in the communities we serve have access to high quality early learning and care choices to meet their diverse needs.

The team continues the process of collaborating with internal and external community partners that can help expand educational support services for the communities throughout Kern County. Listed below are partnership opportunities that will help us reach our goal:

- Head Start began an agreement with Delta College in San Joaquin County and Bakersfield College to implement a mentor program that will result in the mentor receiving a stipend. The stipend will be awarded once the mentee enters the field of Childhood Education.
- Head Start is in the beginning stages of developing and engaging in a new program option for Family Childcare which will promote nontraditional hours for families that require additional support.
- Weatherization is collaborating with Bakersfield College and the City of Bakersfield to train individuals on solar installation.
- The Friendship House Community Center has partnered with Kern County Behavioral Health Department to provide mental health classes for the community. A partnership with Bakerfield Police Department was also established to provide weekly leadership classes for girls, grades 6th -12th.
- CalVIP- Friendship House Community Center has received a grant to reduce gun and gang violence by providing a 24/7 response team.
- VITA has implemented nontraditional hours which include weekends and evenings during the week.
- Oasis Family Resource Center received a grant from Planned Parenthood which will be utilized for resources to reduce teen pregnancies and encourage communication among families.

Group 2 met on April 3, 2024, and is scheduled to meet again on June 7th, 2024.

Attachment:
Action Plan by Team Member Report -Yolanda Gonzales

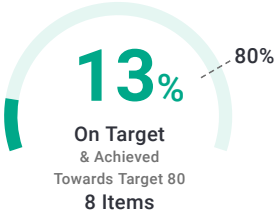
Yolanda Gonzales
My Summary for 2024

Community Action...
As of April 3, 2024

Mission Statement

Organizational Slogan

Community Action Partnership of Kern will address underlying causes of poverty, alleviate the effects, and promote dignity and self-sufficiency in the communities we serve.



13% Critical

25% Off Target

50% Not Started

0% Deferred

Vision Statement

We envision communities where all people have equal opportunities to achieve greater self-sufficiency and attain their version of the American Dream.

Vision Description

My Items

Item	YTD Actual
2.1: Expand access to services and resources for health and safety of children and youth by providing a safe environment.	90%
2.1.3: Identify and secure additional funding to support facility and capacity development required to expand geographic coverage.	
2.2: Support the quality and availability of non-traditional hours of service.	40%
2.2.2: Continue to work with partners like the Community Connection for Child Care (CCCC) on referrals and partnerships to increase capacity of...	35%
2.3: Support workforce development and employment opportunities for CAPK clients.	60%

Item	YTD Actual
2.3.2: Establish a diverse workforce committee with partnerships to formalize pathways from entry-level to advanced positions through...	
2.3.2.1: Develop and formalize internal pathway mapping inclusive of education/training to benefit clients and community members.	
2.3.2.2: Identify and implement mechanisms to provide ongoing support to participants.	

Yolanda Gonzales
My Items for 2024

Community Action...
As of April 3, 2024

Objective
Expand access to services and resources for health and safety of children and youth by providing a safe environment. (2.1) (Last updated: 02/02/24)
Aligned to: #2 Community Access
Last comment: Head Start is awaiting the completion of the eoutdoor environment to provide services to center based services. Capacity of 8 (02/02/24)

Owner: Yolanda Gonzales
Measure: *Percent Complete*
YTD Actual 90% | 10/01/21 0% | 12/31/25
YTD Target: 58.8%

Activity
Identify and secure additional funding to support facility and capacity development required to expand geographic coverage. (2.1.3) (Last updated: 02/02/24)
Last comment: Received a second grant to provide homeless services in Eastern Kern County (02/02/24)

Owner: Yolanda Gonzales
Measure: *Percent Complete*
YTD Actual 0% | 10/01/21 100% | 12/31/25
YTD Target: 24.7%

Objective
Support the quality and availability of non-traditional hours of service. (2.2) (Last updated: 01/09/24)
Aligned to: #2 Community Access
Last comment: CalVIP Outreach Program will be responding to gang violence during non traditional morning and/or evening hours. (12/01/23)

Owner: Yolanda Gonzales
Measure: *Percent Complete*
YTD Actual 40% | 10/01/21 0% | 12/31/25
YTD Target: 58.8%

Activity
Continue to work with partners like the Community Connection for Child Care (CCCC) on referrals and partnerships to increase capacity of existing and new provider networks (2.2.2) (Last updated: 02/02/24)
Last comment: East Kern Resource Center and Oasis has partnered with Dept of Human Services to increase support services for parenting classes, and waiving fees. Transportation services are also provided. Families from Head Start are also receiving services. (02/02/24)

Owner: Yolanda Gonzales
Measure: *Percent Complete*
YTD Actual 35% | 10/01/21 0% | 12/31/25
YTD Target: 58.8%

Objective
Support workforce development and employment opportunities for CAPK clients. (2.3) (Last updated: 02/02/24)
Aligned to: #2 Community Access
Last comment: VITA has partnered with CSET to train high school students on preparing tax returns. (02/02/24)

Owner: Yolanda Gonzales
Measure: *Percent Complete*
YTD Actual 60% | 01/01/23 0% | 12/31/24
YTD Target: 58.8%

Activity
Establish a diverse workforce committee with partnerships to formalize pathways from entry-level to advanced positions through comprehensive career fields. (2.3.2) (Last updated: 10/06/21)

Owner: Yolanda Gonzales
Measure: *Percent Complete*
YTD Actual 0% | 100%
YTD Target: 62.3%

No goals to display.

MEMORANDUM

To: Personnel Committee

From: Emilio G. Wagner, Chief Facilities & Technology Officer

Date: Wednesday, April 10, 2024

Subject: *Agenda Item 5e*: Strategic Plan 2021-2025 – Goal Group 5 Presentation – **Info Item**

Data initiatives in the Strategic Goal 5 have had a very productive year in 2023. With the completion of the Client Data Platform (CDP), we now must meet objectives 5.2.2 and sub activity 5.3.1.

To continue this growth, the Information Systems (IS) team is initiating a new project for 2024 to meet objective 5.2.3. This project will increase the frequency of data collected, increase reliability of data from Programs, and minimize the data burden from collecting data once a calendar year.

Alongside the data initiatives and expansion of the CDP, we are building a plan of action to roll out Results-Oriented Management and Accountability (ROMA) initiatives to the agency.

Attachment:
Action Plan Summary by Goal Group #5 – Update 2024 1

5 Data-Driven Decision-Making

Increase utilization of data-driven decision-making processes to improve organizational capacity to achieve results.

Critical | 6 Achieved & On Target | 0 Off Target | 3 Critical

	Goals	Owner	Start Date	End Date	Days Left	Rollup
4% of 58.8%	5.1 Enhance agency-wide capacity to implement continuous improvement framework. Measure: Percent Complete EOY Target:	Emilio Wagner Joseph Aguilar Ryan Dozier Chase Rangel	10/01/21	12/31/25	As of 03/12/24	AVG
Not Started of 100%	5.1.1 Develop multi-year Results Oriented Management and Accountability (ROMA) implementation plan that includes tiered rollout of engagement and capacity-building activities. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	AVG
Not Started of 100%	5.1.1.1 Establish central ROMA implementation planning and implementation taskforce and program/department champions. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	
Not Started of 100%	5.1.1.2 Targeted engagement/training schedule: Y1: Leadership and Division Champions Y2: Selected staff groups Y3: Agency-wide implementation Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	
Not Started	5.1.2 Adopt and incorporate integrated work plan/training schedules into CAPK Board's operations and workflows. Measure: Percent Complete EOY Target:	Emilio Wagner	01/01/23	12/31/23	As of 03/26/24	
15% of 62.3%	5.1.3 Provide training to all staff, leadership, and Board members on ROMA principles and practices. Measure: Percent Complete EOY Target: 100%	Emilio Wagner Ryan Dozier	01/01/23	12/31/24	As of 03/12/24	
Not Started of 12.3%	5.1.4 Develop and integrate shared ROMA language, values, and principles into all levels of organizational culture and activities. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier	01/01/24	12/31/25	As of 10/06/21	AVG
Not Started of 12.3%	5.1.4.1 Post ROMA values/language throughout the agency. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier	01/01/24	12/31/25	As of 10/06/21	
Not Started of 12.3%	5.1.4.2 Integration of ROMA language into recruitment, review processes, and employee recognitions. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier	01/01/24	12/31/25	As of 10/06/21	
Not Started of 12.3%	5.1.4.3 Build ROMA language and processes into reporting templates and Board Agendas. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier	01/01/24	12/31/25	As of 10/06/21	

33% of 58.8%	5.2 Enhance data governance structures and practices to support implementation of ROMA and to increase consistency, accuracy, and breadth of program reporting and data analytics. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/25	As of 03/26/24	AVG
Not Started of 100%	5.2.1 Establish agencywide data governance taskforce. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	AVG
Not Started of 100%	5.2.1.1 Develop charter, bylaws, member duties, and clearly articulated method of collaboration with Leadership. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	
Not Started of 100%	5.2.1.2 Develop recommendations to leadership/Board for needed capacity development, investment, and additional strategies to enhance data governance and support implementation of ROMA. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	
100% of 100%	5.2.2 Conduct agencywide data governance assessment to identify most pressing needs and to inventory existing data processes and workflows. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	As of 03/26/24	AVG
100% of 100%	5.2.2.1 Identify challenges at program level around data collection and validation. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	As of 04/14/22	
100% of 100%	5.2.2.2 Assess availability of analytic/reporting tools, capacity to utilize existing tools. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	As of 03/11/22	
100% of 100%	5.2.2.3 Identify needed investment in data dashboards or tools to provide leadership with real time agency-wide outputs and demographic data. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	As of 03/26/24	
Not Started of 24.7%	5.2.3 Standardize agencywide data definitions, standard operating procedures (SOPs), naming conventions, and data security protocols. Measure: Percent Complete EOY Target: 100%	Emilio Wagner Ryan Dozier	01/01/24	12/31/24	As of 10/06/21	AVG
Not Started of 24.7%	5.2.3.1 Inventory existing reporting data points by program and grant. Measure: Percent Complete EOY Target: 100%	Emilio Wagner Ryan Dozier	01/01/24	12/31/24	As of 10/06/21	
Not Started of 24.7%	5.2.3.2 Align to ROMA National Performance Indicators, select key data points to be collected across all programs to support internal decision-making, advocacy efforts,	Emilio Wagner Ryan Dozier	01/01/24	12/31/24	As of 10/06/21	

	fundraising, and strategic planning. Measure: Percent Complete EOY Target: 100%					
50% of 58.8%	5.3 Establish a comprehensive model to address the health and social well-being of our clients through timely interventions. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/25	As of 06/07/23	AVG
100% of 100%	5.3.1 Advance efforts to establish centralized database for client intake and service log. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	As of 03/26/24	
Not Started of 58.8%	5.3.2 Adopt an integrated case management model to better address client needs using a client and family-centered approach to improve outcomes. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier	01/01/24	12/31/25	As of 10/06/21	